

Housing clearing information

On-post housing

To clear your on post quarters (AFH/SEBQ/UEPH/BOQ we use the same procedures as set forth in AR 210-50.

All residents who are in receipt of ITT/PCS/ETS or retirement orders are authorized government cleaning of family quarters.

As the resident you are required to clean your quarters to the minimum standards outlined in the Garrison Clearance handbook:

- Swept clean and free of all trash and miscellaneous items.
- All apartment door keys must be accounted for.
- Appliances are free of excessive grease and dirt.
- Damages will be assessed on the day of final inspection and must be paid before departing the command.

Off-post housing

The Garrison Housing Division is here to assist you with clearing your private rental housing.

Upon receipt of assignment orders the Soldier must:

- Have his or her rental agreement reviewed by the CHRRS office in Darmstadt to verify the termination clause i.e. 30-day military clause or normal legal 90-day.
- Have the Housing Services Office (HSO) prepare the appropriate termination letter. Suggest forwarding to the Landlord per registered mail, return receipt.
- Review any renovation requirements and have HSO explain precisely, so you understand your responsibilities.
- If possible, invite the landlord to come and perform a pre-inspection and discuss what is expected of you to clear your quarters.
- If you have government furnishings/appliances you must ensure they are scheduled for pick up.
- You are required to follow the normal cleaning standards for clearance of off-post quarters.
- If you pay any of your utilities to the Landlord be advised that IAW German Rental Laws he may retain your deposit up to 6 months.
- Termination notices are given on the first day of the month to end on the last day depending on the notice time frame.
- Terminate your utilities, ISDN/DSL, Telephone and cable with providers.

TLA

Temporary Lodging Allowance (TLA) is payable to residents of Government and private rental housing.

- Three (3) days maximum for AFH residents. Contract cleaning.
- Ten (10) days, maximum for off post housing residents.

- Those residents of government quarters who choose to remain in their quarters until their flight date will not be paid TLA.
- You must receive approval from the Housing Office for TLA payment in either case.
- Make sure you retain all receipts for Hotel and meals in order to file your claim.

CFMO Furnishing

Government Furnishings and appliances:

- AFH/SEBQ/UEPH/BOQ and Private rental.
- A joint inventory will be conducted by the inspector and the residents.
- Damages will be assessed and payment will be through Statement of Charges/Cash Collection (DD 362) or Pay Adjustment (DD 139) vouchers.
- CFMO common use area furnishings in barracks will be inventoried.
- CFMO will assist with classifying furnishings and coding it for turn-in.
- Do not throw any government furnishings away.

For more information contact the housing office at 344-7112/6540 or 06151-137-7112/6540.